

U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: April 24, 2009
CLOSING DATE: [May 07, 2009](#)

Recruiting Bulletin No. **AF-09-2010-AM-01E**
Seattle Regional Census Center
Bothell, WA

AREA MANAGER
GG-0301-11/12

STARTING SALARY (STEP 01):

Applicants with prior Federal Civil Service may qualify for a higher starting salary. Applicants must specify the grade they are applying to on the application; if applying to multiple grades, an application must be submitted for each grade level.

Grade 11 \$59,978

Grade 12 \$71,889

PROMOTION POTENTIAL

GG-12

NUMBER OF POSITIONS:

Few

EXCEPTED SERVICE APPOINTMENT:

This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.

DUTY LOCATION:

Bothell, WA

AREA OF CONSIDERATION:

External- All U.S. Citizens

Please note: *All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting.*

DUTIES: The incumbent of this position is responsible for the management and close control of field, office, and evaluation operations of a number of temporary field offices responsible for the enumeration of up to 3,000,000 housing units. Provides supervision, guidance, and technical direction to Early Local Census Office (ELCO) and Local Census Office (LCO) supervisory staff, regional technicians in their liaison activities, and Regional Census Center (RCC) clerks. Ensures that ELCO and LCO operations are completed on time and within budget and data quality standards are met. Assures that all necessary actions are taken to correct deficiencies reported by the regional technician staff. Provides direct supervision of 10 to 20 employees who serve as field managers and technical staff support over a large field and office workforce. Indirectly supervises up to several thousand employees in the ELCOs and LCOs. The scope of this responsibility includes the planning, development, and successful implementation of Census operations. Conducts group and individual training sessions for ELCO and LCO management staff, regional technicians, and RCC staff. Training sessions will vary from one to five days, depending on the subject matter. Oversees the training of ELCO and LCO office and field staffs. Monitors the cost and progress reports of field, office, and evaluation operations, to ensure that the census is conducted on schedule and within budgeted allocations. Develops a strategic plan for field enumeration and recruitment for the assigned area. Oversees the ELCO and LCO recruitment programs, providing guidance on recruitment problems. May perform recruiting and testing functions as needed. Maintains a variety of outside contacts as required with civic organizations, business firms, and similar groups to further the needs of the Bureau and to foster cooperation on the part of the public. Performs other duties as necessary to effectively manage the field, office, group quarters, and evaluation operations.

EVALUATION PROCESS:

The review of applications is a four-step process. **(1)** All applicants are evaluated to determine if they meet the basic eligibility requirements (i.e., are a U.S. citizen, meet the “Area of Consideration”). **(2)** If an applicant meets the basic eligibility requirements, their **RESUME only** is reviewed to determine if it meets the Experience and/or Education qualification requirements described below. **(3)** Applicants who meet the qualification requirements, those “basically” qualified, are then given a numerical score based on their answers to the Evaluation Criteria Questions. **(4)** All qualified applicants are placed on a selection record in score and Veterans’ Preference order (External only), and then referred to the Selection Official for review.

QUALIFICATIONS: Applicants must have the experience **OR** education **OR** a combination of both, as indicated below.

Grade 11: EXPERIENCE: Applicant must have one year of specialized experience to the next lower grade level. This specialized experience includes: **(1)** Experience in assigning and reviewing the work of others responsible for map scales, symbols, geographic codes, or collecting, organizing, analyzing, and interpreting specialized data from restricted sources, or analyzing demographic characteristics or factual data, recognizing significant factors, relationships, and trends to prepare preliminary draft of comprehensive reports; **(2)** Experience interviewing and selecting candidates for administrative, technical, or support positions, designing work assignments based on employee's abilities, evaluating performance; **AND (3)** Experience providing guidance to employees for successful job performance; and reviewing progress reports pinpointing errors or problems and taking corrective action and evaluating work performance of subordinates.

EDUCATION: Three full years of graduate education or the Ph.D., directly related to the position that provided; work in the principles, theories, techniques or methods of statistics; geographic or cartographic techniques; production and operations management; organizational behavior; managing human resources, personnel management, or personnel interviewing; project management; operations research; and quantitative approach to managerial decisions.

Grade 12: EXPERIENCE: Applicant must have one year of specialized experience to the next lower grade level. This specialized experience includes: **(1)** Experience planning survey or data collection, demographic, or geographic mapping work to be accomplished by subordinates, setting and adjusting short-term priorities, preparing schedules for the completion of work and assigning work to subordinates based on priorities, difficulty of assignments and the capabilities of employees; **(2)** Experience making or approving selected candidates for appointment, promotion, or assignment, serves as the reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors or managers, and assures equity of performance standards and rating techniques developed by subordinate supervisory or managers to assure equity in the assessment of employees work; and **(3)** Experience evaluating progress and cost reports and to find and implement ways to eliminate or reduce significant bottlenecks and barriers to production to improve operations and reduce costs.

EDUCATION: No substitution of education for experience is permitted.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1, 2, & 3).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Experience planning, organizing, and supervising a large-scale field survey or data collection operation.
2. Experience recruiting, interviewing, selecting, training, and evaluating field and/or office personnel.
3. Experience analyzing performance, progress, and cost reports for a decentralized field and/or office operation.

For further information on this vacancy you may contact Lori Ann Brockmeyer, HR Specialist at (425) 908-3053

HOW TO APPLY:

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov), **OR** a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Each applicant must submit a completed Declaration for Federal Employment, OF-306 (PDF version is available on our Regional website, or at OPM.gov).
3. Each applicant must address the Evaluation Criteria questions above.
4. Copy of college transcripts, if qualifying based on education.
5. A complete and separate application must be submitted for each grade and posting (i.e., Internal/External) you are applying for.

***The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. This information MUST be included in your application package. Failure to provide the information below may result in loss of consideration:**

- Recruiting Bulletin number (e.g., AF-08-2010-PS-01), title, series and grade (e.g., Grade 07) for which you are applying.
- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference (Member Copy-4, if applicable). The DD-214 **MUST** show the type of Discharge (e.g., Honorable/General).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, **starting and ending dates (month/year), hours per week (full-time or part-time), salary**, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling (425) 908-3053

APPLICATION DEADLINE: Application materials must be received by the Closing Date (COB 4:30pm PST) of the Recruiting Bulletin. Applications received after this date/time *will not* be considered. You may submit your application by mail, by courier, or in person to:

**U.S. Census Bureau
ATTN: Lori Ann Brockmeyer, HRS
19820 North Creek Parkway
Suite 100
Bothell, WA 98011**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- Applicants must be 18 years of age or older to be hired.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.